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Secretariat

22 May 2000

Secretary-General's bulletin

Visa Committee*

The Secretary-General, for the purposes of defining the terms of reference of the Visa Committee, promulgates the following:

Section 1
Visa Committee

The Visa Committee is a standing advisory body constituted to assist staff members who are not United States nationals in obtaining from the United States of America, as host country, G-4 visas for their family members other than spouses and children under 21 years of age, and to assist staff members who are holders of G-4 visas in obtaining G-5 visas for household employees.

Section 2
Composition

2.1 The Visa Committee shall be composed of one chairperson, three members and three alternates, and one secretary. Appointments to the Committee shall be made by the Assistant Secretary-General for Human Resources Management. At least one member of the Committee shall be from the Office of Legal Affairs.

2.2 Appointments to the Visa Committee shall be for a two-year term, which may be extended to a third year.

Section 3
Functions

3.1 Under the authority of the Assistant Secretary-General for Human Resources Management, the Visa Committee shall examine requests from staff members who are not United States nationals for G-4 visas in respect of family members other than spouses or children under 21 years of age, and requests from staff members who are holders of G-4 visas for G-5 visas for household employees.

3.2 The Visa Committee shall consider visa requests in the light of the laws of the host country, and in accordance with the applicable administrative instruction on G-4 and G-5 visas.

3.3 The Visa Committee shall ensure that the staff member requesting a visa is informed of the applicable laws and requirements of the host country. The staff member must sign a written undertaking that he or she will comply with those laws and requirements and submit, in a timely manner, documents attesting to entry and exit of the visa holder, as required by law. A request for a G-5 visa must also be accompanied by a proposed employment contract, which includes conditions of service that comply with United States law. The Visa Committee will supply staff members with model employment contracts, which must be completed by both parties to the employment contract and be submitted prior to the issuance of the G-5 visa. No request for visa may be endorsed without the above-mentioned documentation.

3.4 On the basis of the documentation provided by the staff member, and once the Committee is satisfied that all the relevant conditions are fulfilled, the Visa Committee shall recommend to the Assistant Secretary-General for Human Resources Management whether the request should be endorsed.

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3.5 Endorsed requests shall be transmitted by the Secretary of the Visa Committee to the United States Mission to the United Nations.

Section 4
Final provisions

The present bulletin shall enter into force on 1 June 2000.

(*Signed*) Kofi A. **Annan**
Secretary-General